Designing a Thank You Card

Using Publisher

Objective: To create a thank you card for Master Gardeners who visit our school and spend time with us teaching about gardening and the environment.

1. Log into your account
2. Open Microsoft Office
3. Open Publisher
4. Find Cards and Open
5. Choose the style you like and double click on it
6. Click on Insert
7. Click on picture
8. Insert a picture from clip art or you photo files
9. Type a greeting under the picture you inserted
10. Click on page 2
11. Type greeting on the inside
12. Insert another picture using the steps above
13. Make add your name

Assessment: Students have created a Thank you card to send to Master Gardeners who visit our school garden and help with our Lakeside Garden Club. Greeting card should contain meaningful text, and photos that relate to our Garden Community.

Closure: This lesson is an easy way for Elementary School Students to become familiar with Microsoft Publisher, while creating a beautiful Thank you card for visitors to our garden.